



DEPARTMENT OF CORPORATIONS

JOB OPPORTUNITY

Arnold Schwarzenegger, Governor

Preston DuFauchard, California Corporations Commissioner

Dale Bonner, Agency Secretary

Release Date: December 24, 2008

CLASSIFICATION: **STUDENT ASSISTANT**
2 Positions – Temporary – Intermittent

FINAL FILING DATE: **January 14, 2009 or Until Filled**

SALARY: \$8.41- \$11.20 per hour

POSITION LOCATION: Office of Management & Budget, Information Technology Office
320 W. 4th Street, Los Angeles

DUTIES AND RESPONSIBILITIES – Under the direction of the Information Technology Office (ITO) Service Desk Manager, the Student Assistant performs analysis and support for the department's users to meet the department's long-term information technology needs; provides technical advice to management on problem trends that occur with end users. Supports Windows desktop computers and provides user support for their programs to ensure the users are able to meet the Department's mission through the efficient use of appropriate technology. Provides technical support for the Department's information technology users, including routine use of hardware and software assets such as printers, scanners, copiers and digital senders. Maintains the Department's asset control and maintenance records in close coordination with the Department's Asset Control Officer. This includes personal computers, printers, LAN equipment, software and software licenses. Re-images desktop operating systems as needed. Must have Windows and Internet experience and basic understanding of information technology principles, networks, and computers. Must be able to work in a team environment.

DESIRABLE QUALIFICATIONS

- ◆ Knowledge of desktop PCs and operating systems.
- ◆ Windows XP experience.
- ◆ Novell and Windows networking experience.
- ◆ Novell GroupWise E-mail experience.
- ◆ Customer service experience preferred.

WHO MAY APPLY – Proof of application for, or enrollment as a student in, an accredited college or university. Students who participate in the CSUS University Enterprises, Inc. program are eligible to apply. All applications will be screened and only the most qualified candidates will be contacted for an interview. For further technical information regarding the position, please contact Nydia Godoy at (916) 445-1341.

WHERE TO APPLY – Please include **RPA #08-OMB-ITO LA** under the job title of the State application (STD. 678). Applications received without an RPA number MAY NOT be considered. Please mail your completed State application and resume to:

Department of Corporations
Human Resources Office
1515 K Street, Suite 200
Sacramento, CA 95814
(916) 445-6351
Or

E-mail your application and resume to careers@corp.ca.gov.

RPA #08-OMB-ITO LA

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

